CLERK'S OFFICE
United States District Court
for the District of Columbia
Washington, D.C. 20001

September 23, 1997

The Clerk's Office is seeking applicants for the position of Assistant Secretary to the Clerk of Court. This is a part-time permanent position (20 hours per week - 40 hours per pay period). Ideally, the incumbent will work 4 hours each Wednesday and 8 hours each Thursday and Friday. This schedule may change to accommodate the needs of the office and the incumbent. The incumbent will assist with providing administrative support services such as: receive, screen, and refer telephone callers and personal visitors; maintain the Clerk's calendar (Lotus Organizer); schedule appointments, meetings and other office events; arrange travel and prepare travel vouchers according to current policies and regulations; prepare and edit correspondence for the Clerk''s signature; record, transcribe and distribute meeting minutes; coordinate general office activities; arrange maintenance of the immediate office and perform other duties as assigned by the Clerk. The incumbent will report to the Clerk of Court and work very closely with the principal secretary.

QUALIFICATIONS: Must have at least three years of progressively responsible clerical or administrative experience involving the routine use of computer skills (familiarity with WordPerfect, e-mail, and Lotus Organizer preferred) and demonstrated ability to work successfully in an office setting with regular interaction with individuals from all levels of the organization. Excellent oral and written communication and organizational skills are essential.

GRADE/SALARY: CL-25 - $25,330 - $41,204 per annum depending upon qualifications.

To apply send cover letter and detailed resume to:
> **Clerk's Office**
> **Attn: Human Resources Department (1820)**
> **E. Barrett Prettyman Courthouse**
> **333 Constitution Avenue, N.W.**
> **Washington, D.C. 20001**

ANNOUNCEMENT #97-09 - OPEN UNTIL FILLED

THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA IS AN EQUAL OPPORTUNITY EMPLOYER